

James Keen

Certification **Professional in Human Resources**

Experience **7-01-01 to Present Keen HR Services, Inc.**
President

- Human Resource and Public Affairs Consultant
- Lobbyist

5-01-07 to Present Town of Grundy
Town Manager
3-01-05 to 3-01-07 Austin Sales Company, LLC
Manager Human Resources

1977–6-30-2001 Jewell Smokeless Coal Corp Vansant VA
Manager of Human Resources

- Responsible for employment
- Supervision of a self-insured workers' compensation program
- Administration of self-insured health, life and dental insurance program
- EEO and Affirmative Action Compliance
- Company security department
- Administration of OSHA required health surveillance program
- Company publication
- Public relations
- Administration of a defined benefit and a defined contribution program
- Special activities

1975/1977 Jewell Smokeless Coal Corp Vansant VA
Administrative Assistant to President and Employment Officer

- Responsible for interviews
- Coordination of Agency Compliance/MSHA

1974–1975 Jewell Smokeless Coal Corp Vansant VA
Management Trainee and Safety Inspector

- Safety inspector for underground coal mines, coke manufacturing plant, and coal processing plant, equipment and repair shop
- Performed accident/incident investigation
- Taught first aid
- Captain of Mine Rescue Team

1968–1974 Buchanan County School Board Grundy VA
Teacher

- Basketball Coach
- Baseball Coach
- Bus Driver
- Assistant Principal 1972-1974

1968 & 1971 Jewell Coal & Coke Company Vansant VA

Summer Employment

- General Labor
- Production – mudding doors
- Painting
- Oven construction – fork lift operator

1965 & 1967 General Motors Corporation Flint MI

Summer Employment

- Auto Manufacturing Plant

1964 & 1965 Holly Sand & Gravel Holly MI

Summer Employment

- Euclid Operator (40 ton truck) hauled sand and gravel

1985 - Present Southwest Virginia Community College Richlands VA

Instructor

- Part-time instructor off campus

Education

- Whitewood High School, Whitewood VA
- BS Business, Pikeville College, Pikeville KY
- MS Management & Mine Safety, Marshall University, Huntington WV
1986

Special Studies

- Personnel Law
- EEO and Affirmative Action
- Fringe Benefits Programs
- MSHA & OSHA Regulations
- EEO Compliance and Litigation
- Value System Analysis
- Crisis Communication

**Professional and
Civic Organizations**

- President Virginia Self-Insured Association
- President, Buchanan County Chamber of Commerce
- 1991-1995 Member Buchanan County School Board
- President of Coalfield Water Development Fund
- 1991-1995 Vice Chairman, Buchanan County School Board
- Board of Directors Virginia Economic Bridge Initiative
- Registered Lobbyist – Virginia General Assembly
- Member of Society For Human Resource Management
- Past Chairman of Virginia Employers Advisory Committee
- Governor Wilder Appointment to General Assembly Subcommittee on Workers' Compensation
- Governor Robb appointment to committee studying Certificate of Need for Hospital Emergency Rooms
- Member Employer Advisory Committee on Vocational Education
- Chairman, Buchanan County Democratic Party for 14 Years
- Chairman of 3rd Legislative District
- Chairman 38th Virginia Senatorial District
- Trustee of National Independent Coal Operators Association – Health Insurance Program
- Deacon – Vansant Baptist Church
- Member, Buchanan County Chapter American Red Cross
- Member, Southwest Virginia Community College Scholarship Committee
- Kentucky Colonel
- President, Grundy Lions Club – 79-80 & 84-85
- Secretary, Grundy Lions Club – 78 & 79
- Secretary Whitewood Lions Club – 69 - 74
- Little League Baseball Coach
- Coach AAU Basketball team
- Chairman Red Cross Fund Drive
- Contact Committee of Industrial Development Authority
- Advisor – Explorer Post of Boy Scouts
- Board of Directors of the Baxter Foundation—Buchanan General Hospital
- Governor Warner appointment to CTB 2002